

20 January 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 19 January 1988 []

1. Events of Major Interest That Have Occurred During the
Preceding Week:

* a. On 14 January, preliminary plans for the Saville Lane jogging track were submitted to OL by the design firm of Dewberry & Davis. OL has directed that two minor modifications be made which will relocate the entrance to the trail closer to the Security Control Center and visually screen the trail from Route 123. []

* b. On 15 January, OL representatives and the designer from SAIC, Architects, toured the Scattergood Thorne tract and Agency property adjacent to Saville Lane to investigate an alternative location for the Child Day Care Center. An alternate location will permit expansion of the West A parking lot. []

c. The New Building Project Office, OL, is reviewing a new completion schedule submitted by Centex. This schedule calls for floors one through six of the South Tower to be completed by 1 April 1988. The South Dock, ground floor, and site work are *not now* scheduled for completion on 30 April. OL now has beneficial occupancy of most of the North Tower with the exception of part of the ground floor. []

* d. During this reporting period, a permanent exhibit of historical material depicting the Langley/McLean area from colonial times to the early 1900's was designed and installed in the Headquarters Visitor Control Center under the supervision of the Interior Design Staff, OL. []

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e. The Office of Information Resources (OIR), DI, has requested that the Mail and Courier Branch (M&CB), OL, assist in sorting and distributing of magazines to Agency customers. Magazines which were previously identified and disseminated by OIR, have now been contracted to an outside vendor. The magazines will be separated and bundled according to the office which is to receive them. The M&CB will then deliver the magazines as coded by OIR and the vendor. This practice will allow recipients to receive magazines quicker since OIR will be eliminated from the distribution cycle. [REDACTED]

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* f. OL reports that on 6 January, representatives from various Agencies in the Intelligence Community met with two officials from the National Academy of Public Administration (NAPA) to discuss a classified study of personnel management and compensation systems being conducted by NAPA within the Intelligence Community. NAPA furnished a draft Statement of Work which is to be reviewed by the various representatives. Comments derived from the review will be evaluated as will other objectives to be included in the study. It is expected that a contract with NAPA will be in force by the end of the month calling for an initial report in April and a draft final report for the Director of Central Intelligence in December. [REDACTED]

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n. During the past week, the Copier Management Program (CMP), Printing and Photography Division, OL, has received a number of complaints and requests for copiers which they were unable to fulfill due to budgetary cuts. Most requestors have inquired whether they could fund their copiers or transfer funds into the Copier Management FAN so that CMP could acquire copiers. The option of accepting additional funding into the CMP is not currently permitted; however, a memorandum is being prepared for the Office of the Comptroller requesting alternate funding for copiers.

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o. On 14 January, the Office of Security tasked the Printing and Photography Division (P&PD), OL, with making a color negative and developing six, 8- by 10-inch color prints of misprinted postage stamps. These prints are to be used in support of an Federal Bureau of Investigation operation. P&PD was able to complete the job on schedule. *probe.*

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p. During this reporting period, the Printing and Photography Division, OL, completed a major project for the Office of Security requiring photographically reproducing pictures from magazines and books on foreign agents from the past. The oldest picture was of Mata Hari and the most recent was of Clayton Lonetree. In all, there were 228 pictures requiring 8- by 10-inch

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in presentation
photos and 35mm slides of each. These will be used ~~for speaking~~
~~tours~~ and eventually become a part of the Intelligence Museum.

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